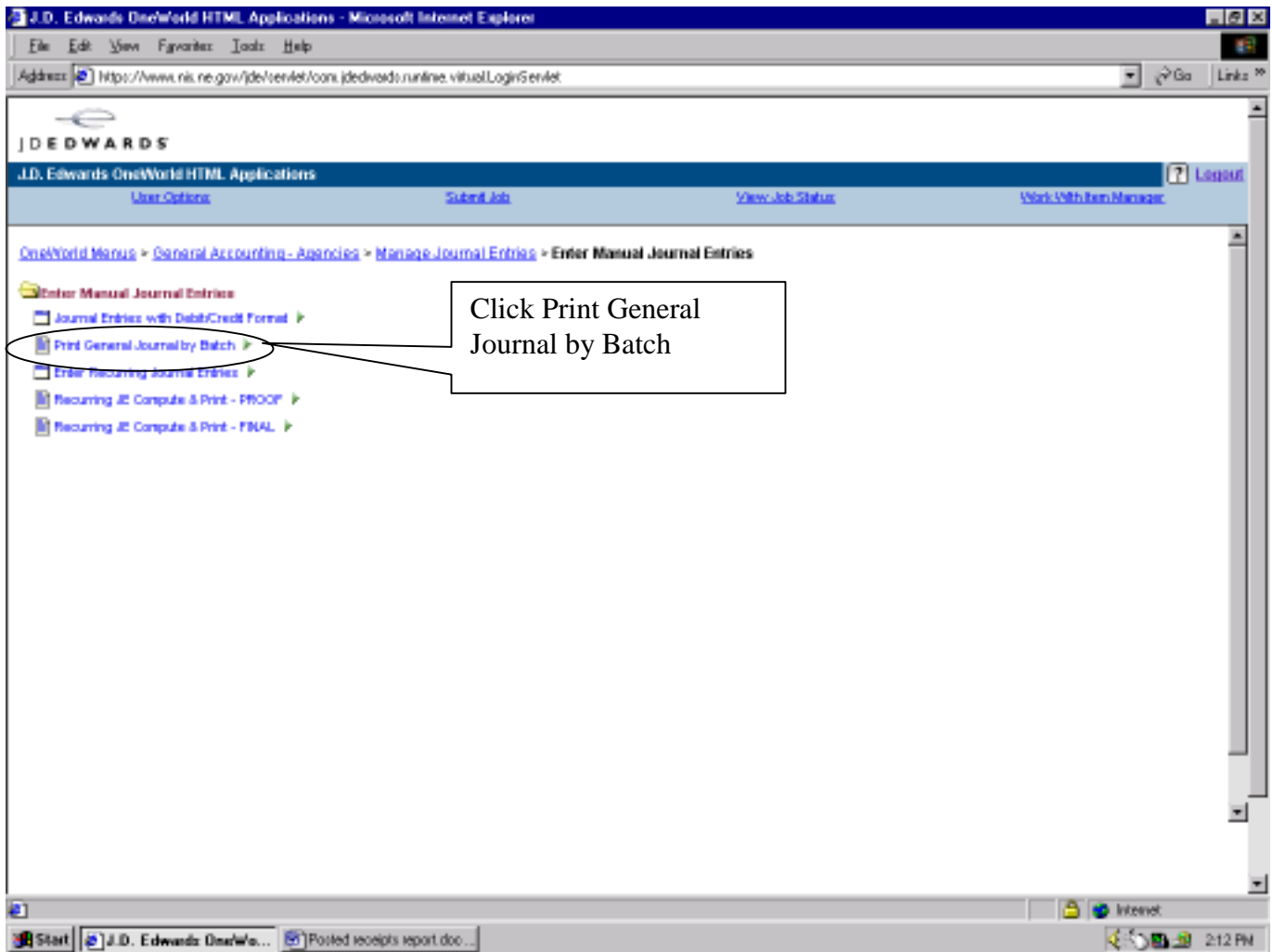


This document contains instructions to generate a report of receipts posted to a fund during a period. You must first log on to the NIS system using a valid user ID, navigate to General Accounting – Agencies > Manage Journal Entries > Enter Manual Journal Entries. Then follow the steps outlined in the screen shots below.



Work With Batch Versions - Available Versions - Microsoft Internet Explorer

Then click Select

Batch Application: R00001 General Journal by Batch Report

Records 1 - 10

Version	Version Title	Web Only	User	Last Modified	Security	Description
<input type="checkbox"/> NE9990B	Posted Invoice Journal Report		MNOVAL	04/16/2003 0	No Security	
<input checked="" type="checkbox"/> NE9990RB	Posted Receipts Journal Report		SSTOVAL	04/11/2003 0	No Security	
<input type="checkbox"/> NE999001	General Journal by Batch		OSWARTZ	03/04/2003 0	No Security	
<input type="checkbox"/> NE999002	Print JE by batch number		SSTOVAL	03/28/2003 0	No Security	
<input type="checkbox"/> NE999003	General Journal by Batch		MKEMMER	03/13/2003 0	No Security	
<input type="checkbox"/> NE999004	Journal Report By User ID		BYLAN	05/09/2002 0	No Security	
<input type="checkbox"/> NE999001	General Journal by Batch		MKEMMER	02/11/2003 0	No Security	
<input type="checkbox"/> XJED00C01	General Journal by Batch			10/11/1999 1	Medium Security	
<input type="checkbox"/> XJED00C02	Unposted General Journal			10/11/1999 1	Medium Security	
<input type="checkbox"/> XJED00C1	General Journal by Batch			10/11/1999 1	Medium Security	

Select NE9990RB
Posted Receipts Journal Report

Done

Start Work With Batch Ver... Posted receipts report.doc

Internet 2:16 PM

Version Prompting - Microsoft Internet Explorer

Then click Submit

Version Prompting

Cancel Submit Print Tools

Prompt For

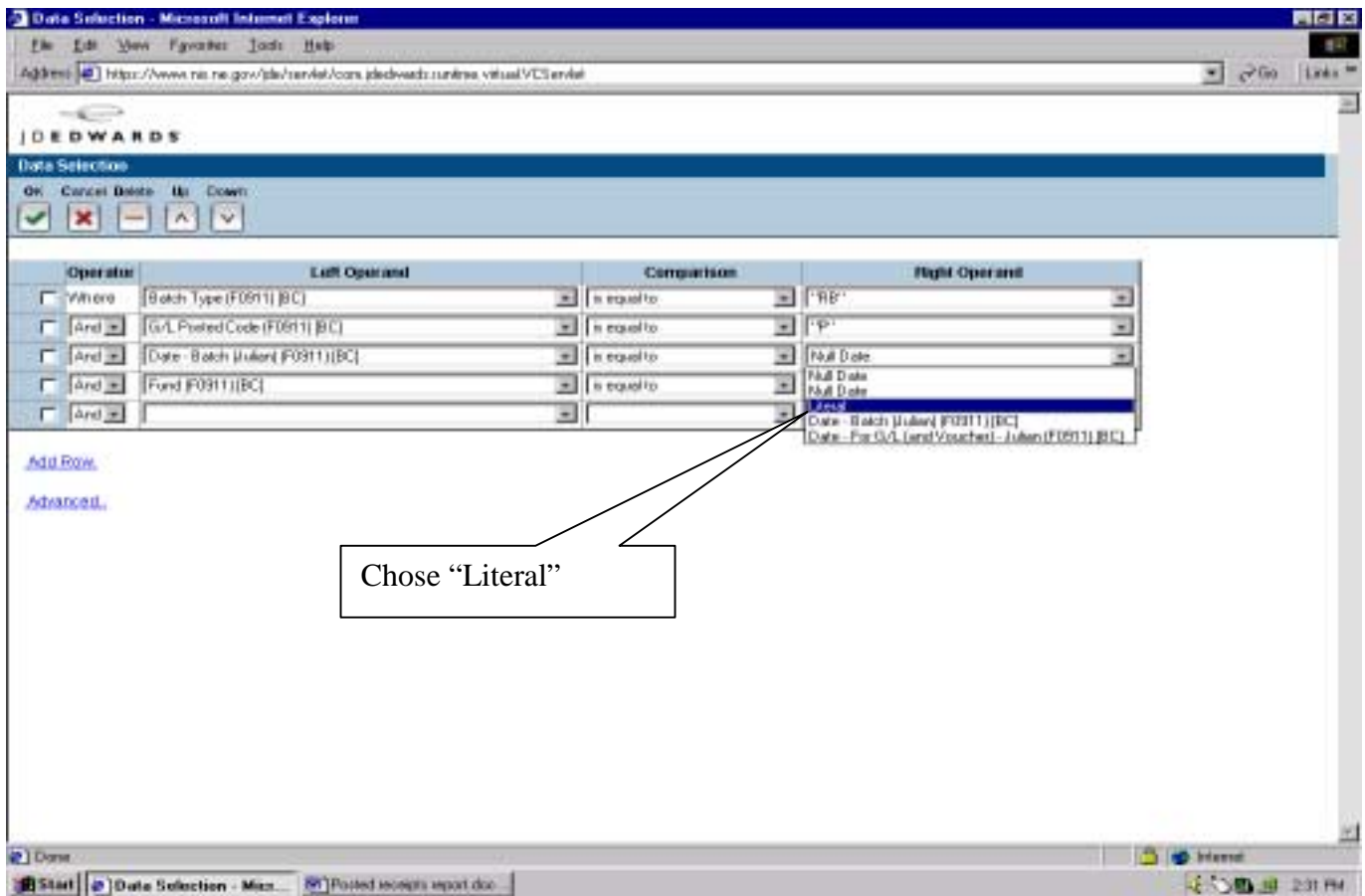
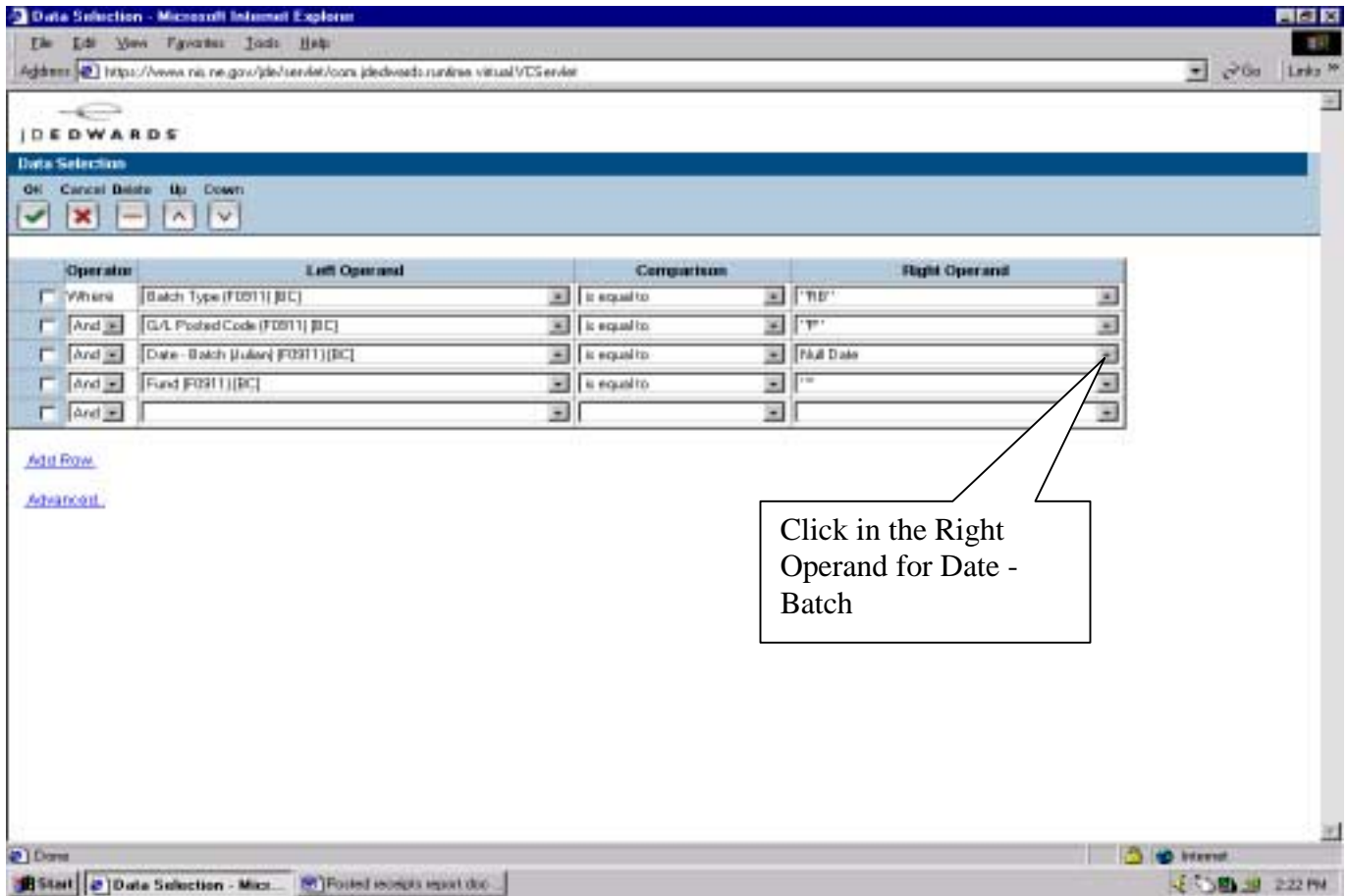
☒ Data Selection ☐ Data Sequencing

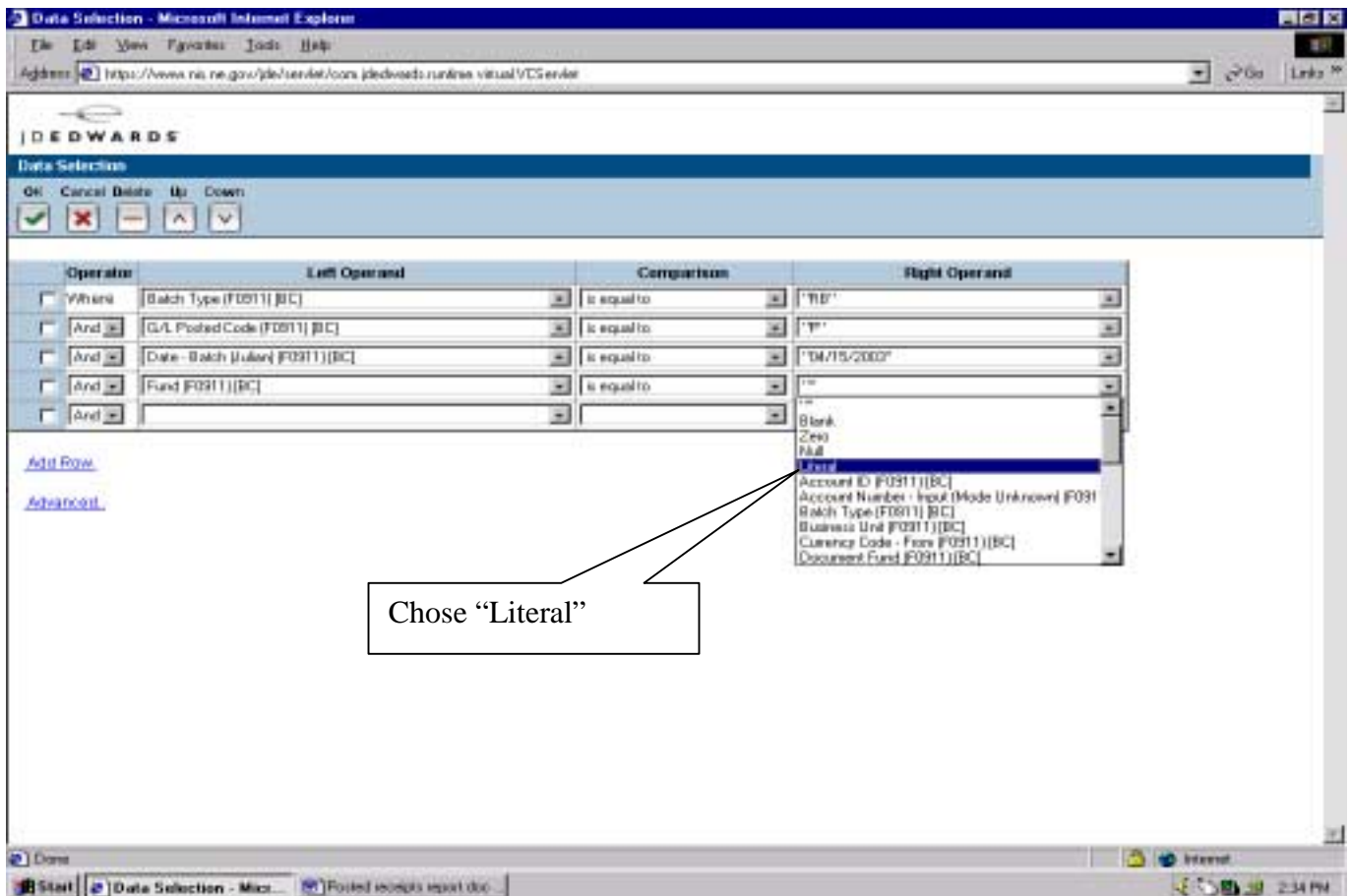
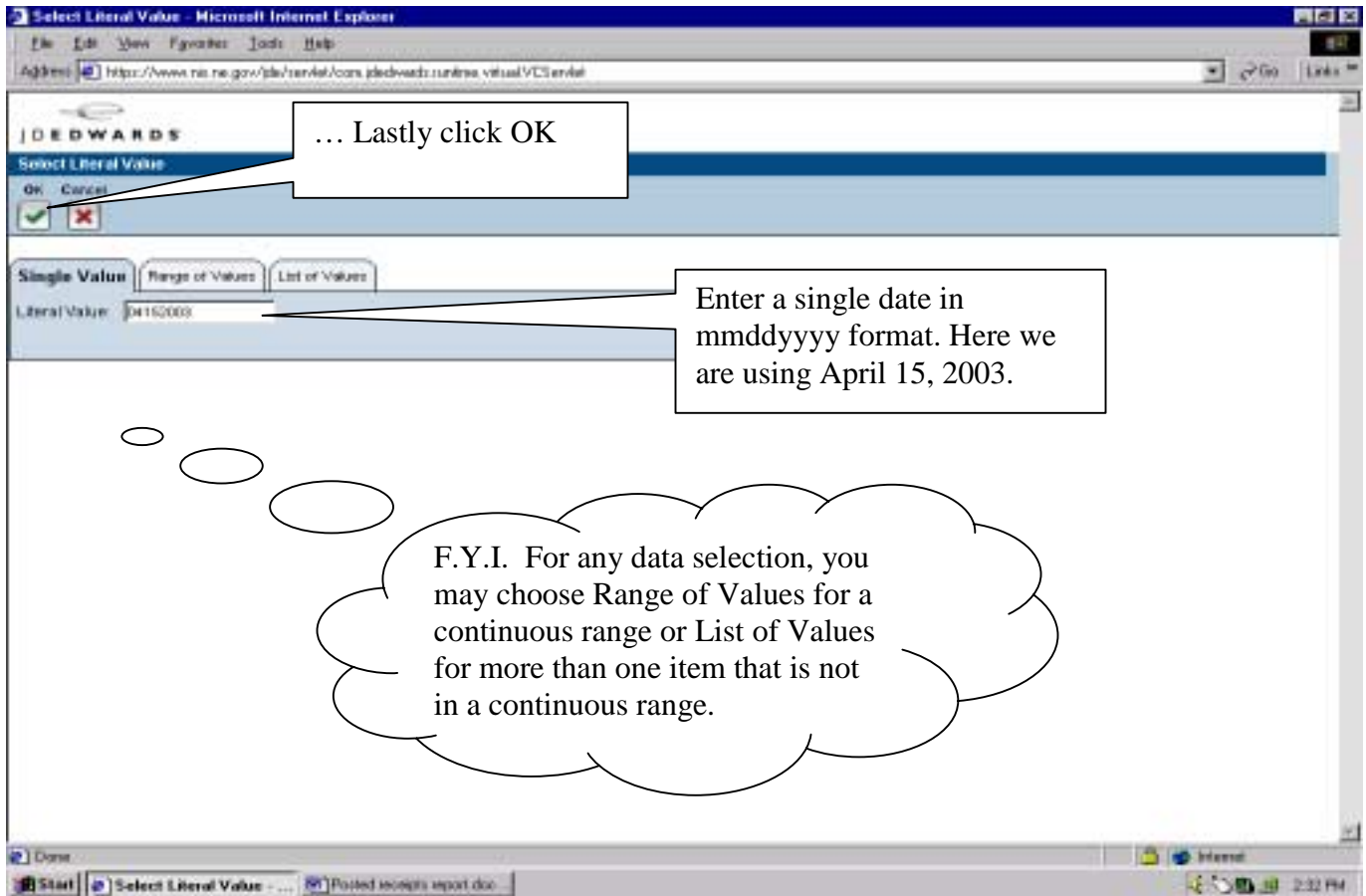
Always check the box
for Data Selection

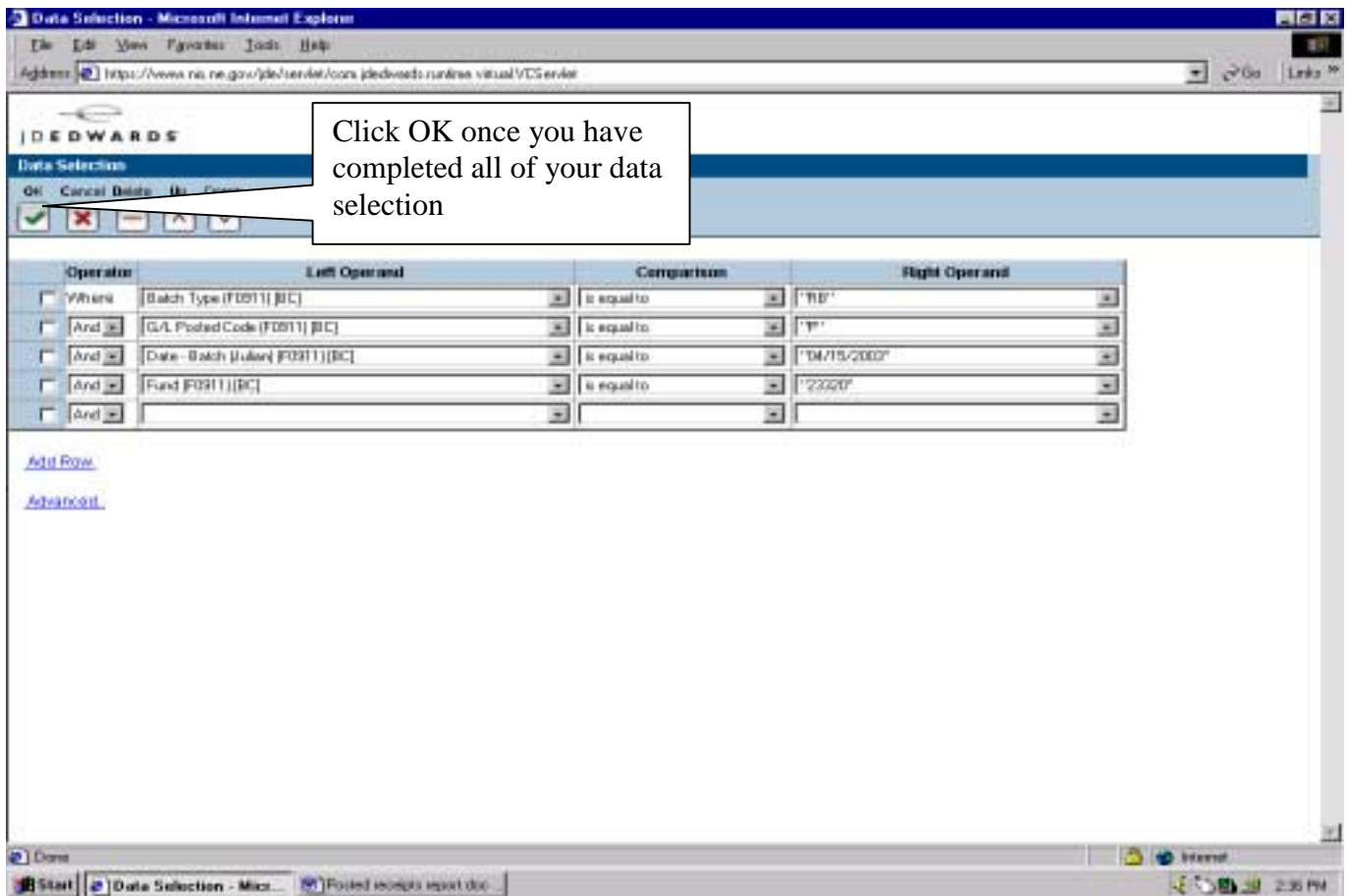
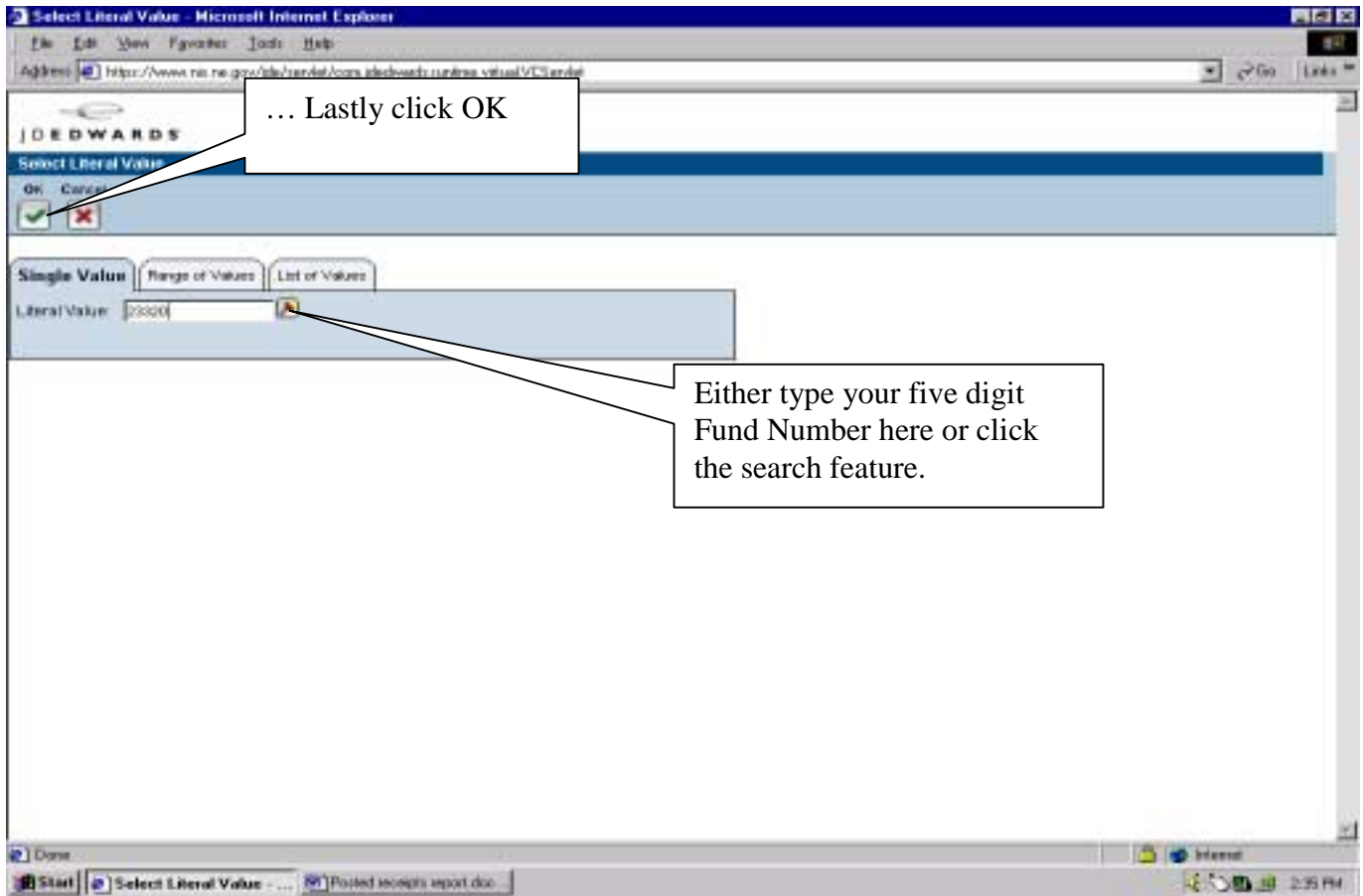
Done

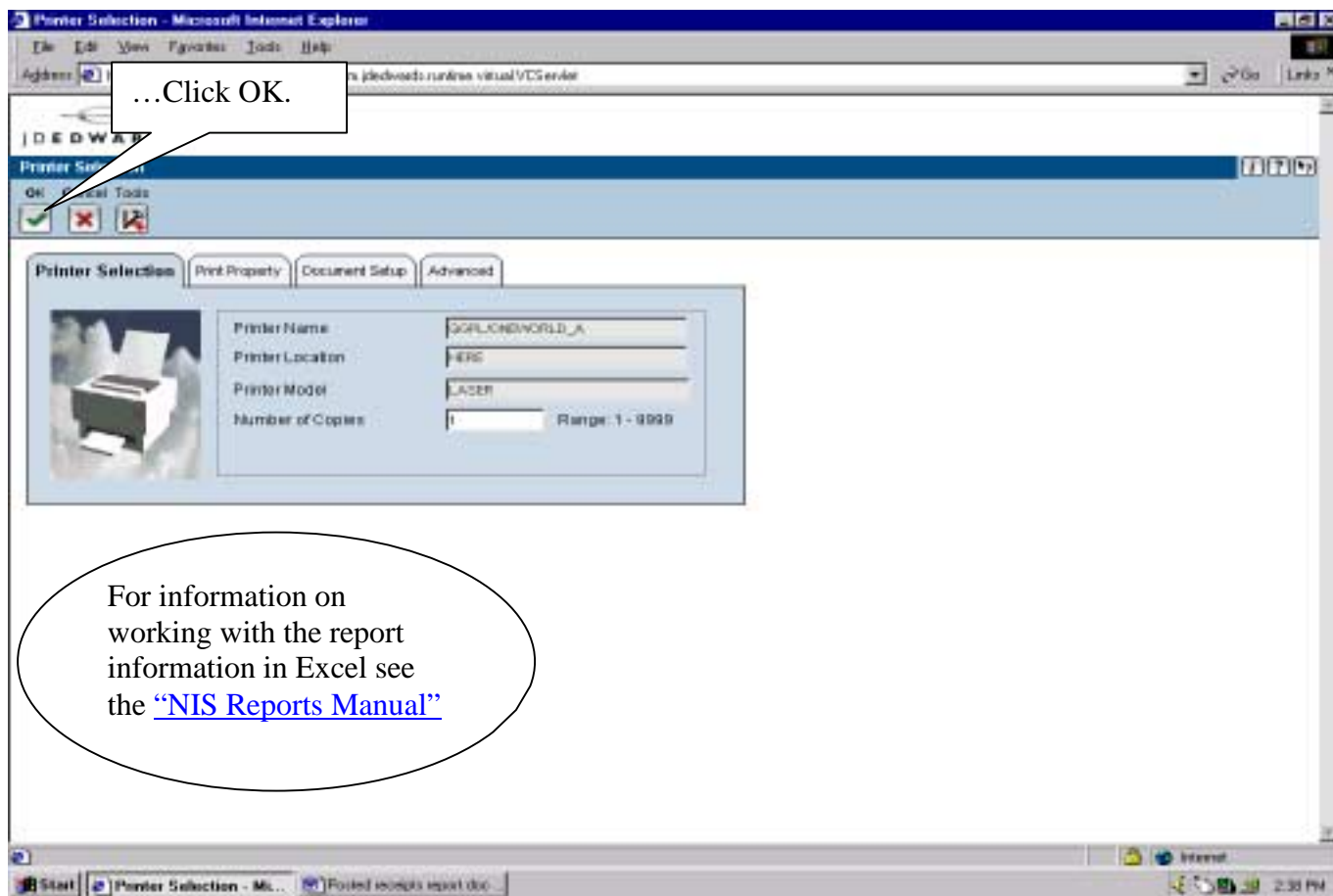
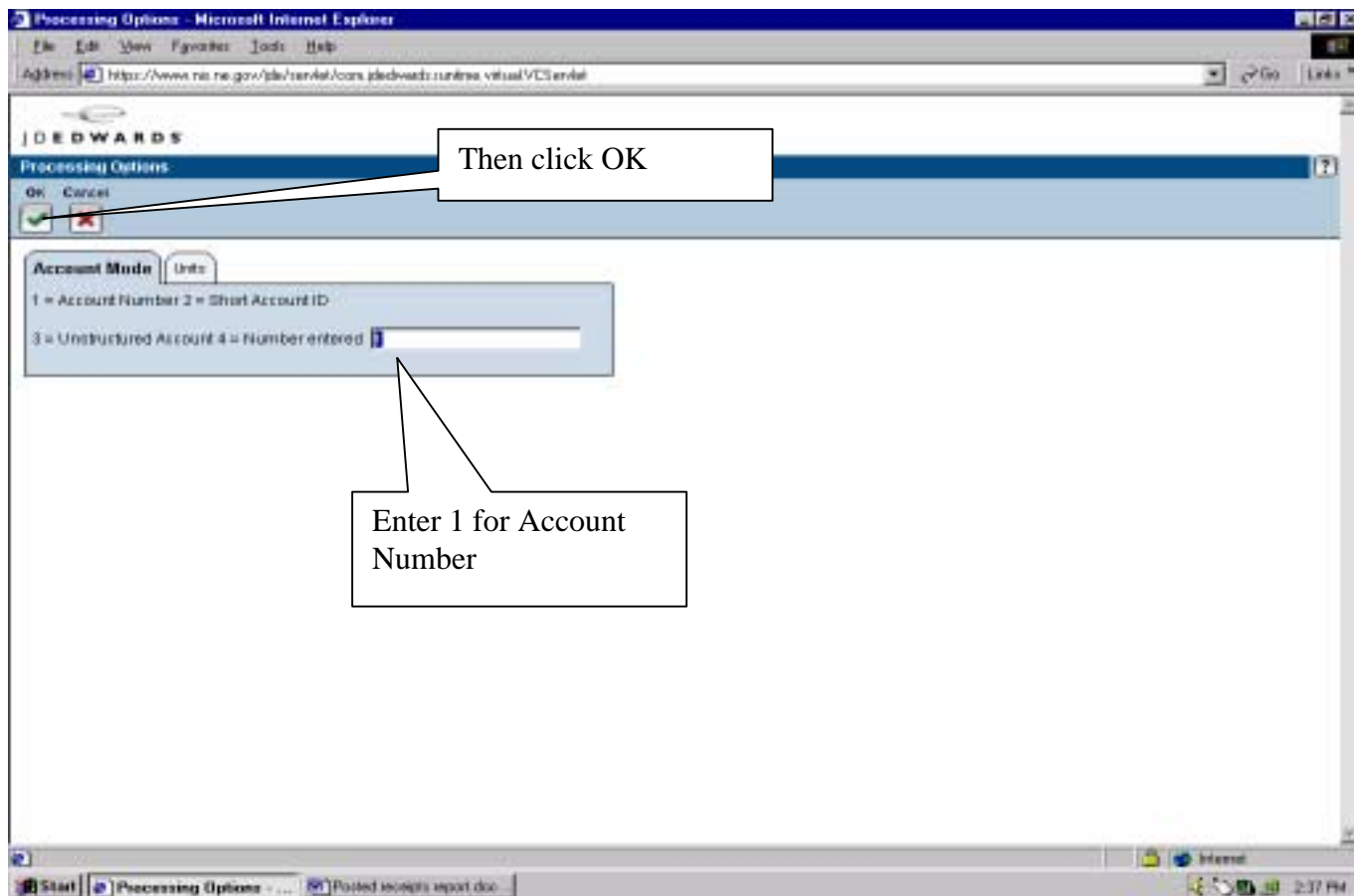
Start Version Prompting - ... Posted receipts report.doc

Internet 2:16 PM









Work With Batch Versions - Available Versions - Microsoft Internet Explorer

Address: http://www.nis.ne.gov/jde/servlet/oms.jdevedwards.runtime.virtual.VCServlet

JDE EDWARDS

Work With Batch Versions - Available Versions

Select Find Add Copy Delete Close Row Forms Tools

Batch Application: 900001 Submitted Jobs Batch Report

Records 1 - 10

Version	Version Title	Web Only	User	Last Modified	Security	Description
<input type="checkbox"/> NE9900B	Posted Invoice Journal Report		MNOVAL	04/16/2003 0	No Security	
<input checked="" type="checkbox"/> NE9900R	Posted Receipts Journal Report		SSTOVAL	04/11/2003 0	No Security	
<input type="checkbox"/> NE99001	General Journal by Batch		OSWARTZ	03/04/2003 0	No Security	
<input type="checkbox"/> NE99002	Print JE by batch number		SSTOVAL	03/26/2003 0	No Security	
<input type="checkbox"/> NE99003	General Journal by Batch		WEMMER	02/13/2002 0	No Security	
<input type="checkbox"/> NE99004	Journal Report By User ID		BYLAN	05/09/2002 0	No Security	
<input type="checkbox"/> NIS0001	General Journal by Batch		WEMMER	02/11/2002 0	No Security	
<input type="checkbox"/> XJEDOC01	General Journal by Batch		JOE	10/11/1999 1	Medium Security	
<input type="checkbox"/> XJEDOC02	General Journal by Batch		JOE	10/11/1999 1	Medium Security	
<input type="checkbox"/> XJEDOC03	General Journal by Batch		JOE	10/11/1999 1	Medium Security	

Once you have submitted your report request, this screen will return.

Click Row, then Submitted Jobs

Done Start Work With Batch Ver... Posted receipts report doc...

Submitted Job Search - Microsoft Internet Explorer

Address: http://www.nis.ne.gov/jde/servlet/oms.jdevedwards.runtime.virtual.VCServlet

JDE EDWARDS

Submitted Job Search

Select Find Delete Close Row Forms Tools

Host: NISPRD User ID: BSNYDER Job Queue: 1

Print View PDF View CSV View OSH View Logs Terminate Release Hold

Then click Row, View PDF

Queue	Status	Description	Priority	Type	User	Job Details	Host	Job #	Environment
<input type="checkbox"/> OLPOST	D	Done	5	UBE	BSNYDER	R08001_NIS0003_2320	NISPRD	232079	WPD7333
<input type="checkbox"/> GB7333	D	Done	5	UBE	BSNYDER	R08001_NIS0001_22691	NISPRD	226912	WPD7333
<input checked="" type="checkbox"/> GB7323	D	Done	5	UBE	BSNYDER	R08001_NE9900R_233	NISPRD	233432	JPD7333
<input type="checkbox"/> GB7321	D	Done	5	UBE	BSNYDER	R3509295_NIS0002_225	NISPRD	225639	WPD7333

First find your job and click the check box next to it when the Description field is Done

Done Submitted Job Search... Posted receipts report doc...

